



**DETAILED SITE DEVELOPMENT PLAN APPLICATION
DEVELOPMENT SERVICES DEPARTMENT
PLANNING DIVISION**

**City of El Paso, Texas
2 Civic Center Plaza
El Paso, TX 79901-1196
915-541-4024**

1. CONTACT INFORMATION

PROPERTY OWNER(S): _____
ADDRESS: _____ ZIP CODE: _____ PHONE: _____
APPLICANT(S): _____
ADDRESS: _____ ZIP CODE: _____ PHONE: _____
REPRESENTATIVE(S): _____
ADDRESS: _____ ZIP CODE: _____ PHONE: _____
E-MAIL ADDRESS: _____ FAX: _____

2. PARCEL ONE INFORMATION

PROPERTY IDENTIFICATION NUMBER: _____
LEGAL DESCRIPTION: _____
STREET ADDRESS OR LOCATION: _____ REP DISTRICT: _____
ACREAGE: _____ PRESENT ZONING: _____ PRESENT LAND USE: _____
REASON FOR REQUEST: _____

3. PARCEL TWO INFORMATION

PROPERTY IDENTIFICATION NUMBER: _____
LEGAL DESCRIPTION: _____
STREET ADDRESS OR LOCATION: _____ REP DISTRICT: _____
ACREAGE: _____ PRESENT ZONING: _____ PRESENT LAND USE: _____
REASON FOR REQUEST: _____

4. PARCEL THREE INFORMATION

PROPERTY IDENTIFICATION NUMBER: _____
LEGAL DESCRIPTION: _____
STREET ADDRESS OR LOCATION: _____ REP DISTRICT: _____
ACREAGE: _____ PRESENT ZONING: _____ PRESENT LAND USE: _____
REASON FOR REQUEST: _____

5. ADDITIONAL INFORMATION

OWNER(S) OF RECORD FOR THE ABOVE DESCRIBED PARCEL(S):

Printed Name: _____ Signature: _____
Printed Name: _____ Signature: _____
Printed Name: _____ Signature: _____

Note: Signatures are required for all owners of record for the property proposed for detailed site plan review. Attach additional signatures on a separate sheet of paper.

****OFFICE USE ONLY****

ZON _____ RECEIVED DATE: ____/____/____ APPLICATION FEE: \$ _____
DCC REVIEW DATE: ____/____/____ (9:00 am, Conference Room, 2nd Floor, City Hall Building)
CPC REVIEW DATE: ____/____/____ (1:30 pm, City Council Chambers, 2nd Floor, City Hall Building)
ACCEPTED BY: _____

REQUIRED DOCUMENTATION FOR DETAILED SITE DEVELOPMENT PLAN REVIEW APPLICATION

- ☐ **APPLICATION FOR DETAILED SITE DEVELOPMENT PLAN** - Each item on this application shall be completed and all documentation required on this form shall be submitted before this application is accepted for processing. Submittal of an application does not constitute acceptance for processing until the Department reviews the application for accuracy and completeness.
- ☐ **ZONING MAP SHEET** - Property proposed for detailed site development plan review must be accurately outlined in red ink. Zoning map sheets may be obtained at the Development Services Department - Planning Division, 5th Floor, City Hall Building.
- ☐ **DETAILED SITE DEVELOPMENT PLANS** - Eight (8) copies of a detailed site development plan, including one (1) 8½" x 11" copy, are required with the following information:
- | | |
|--|--|
| a. Legal description of the property; | k. On-site parking areas, loading / unloading berths where applicable, number and size of on-site parking spaces (including accessible spaces, lighting of parking areas, and bicycle spaces); |
| b. Location and arrangement of structures; | l. Storm water drainage; |
| c. Size and use of structures, including number of dwelling units and square footage; | m. Retaining walls, where applicable; |
| d. Lots lines with dimensions of the areas; | n. Screening walls or fences, where required; |
| e. Required yards and setbacks; | o. Utility rights-of-way and easements; |
| f. Landscaped planted areas, calculations showing required and provided square footage | p. Location of exterior signs; |
| g. Open spaces, where applicable; | q. Architectural design of buildings (side elevations) showing highest elevation |
| h. Curb cuts and driveways including width of drive | |
| i. Pedestrian ways and sidewalks including width | |
| j. Stamp or seal of a professional engineer or a registered architect. | |
- ☐ **METES AND BOUNDS DESCRIPTION** - If the legal description consists of portions of lots or blocks, or if a legal subdivision has not been recorded for the property, one (1) copy of a written, sealed metes and bounds description is required for the property proposed for site plan review. The metes and bounds description shall be accompanied by a survey map, shall contain the stamp or seal of a professional engineer or a registered land surveyor, and shall be dated within one year of the application submittal date.
- ☐ **PROOF OF OWNERSHIP** - One (1) copy of a certificate from a title company, warranty deed, or other legal document demonstrating that the individual(s) or corporation making the application for site plan review is the current property owner.
- ☐ **CERTIFIED CITY TAX CERTIFICATE** - One (1) copy is required for each parcel of property described in the application for site plan review. Certified city tax certificates may be obtained at the City Tax Office, 1st Floor, City Hall Building. For any zoning application, delinquent taxes must be paid in full before a public hearing is held by the City Council.
- ☐ **ZONING CONDITIONS OR SPECIAL CONTRACTS** - One (1) copy of any special contracts or zoning conditions imposed on the property proposed for site plan review.
- ☐ **SUBMITTAL VERIFICATION FORM** - One (1) copy of the submittal verification form, signed by the applicant and representative.
- ☐ **CASHIER'S VALIDATION** - Upon review and acceptance of the application by the Department, the required fee shall be paid at the Cashier, 5th Floor, City Hall Building. After validation of the payment, the application form shall be returned to the Development Services Department - Planning Division. Fees are nonrefundable. **In addition to the application fees listed below, the City of El Paso will subsequently bill the applicant for public notice mailing and newspaper publication costs.**



SUBMITTAL VERIFICATION FORM

I, the applicant and/or representative for this application, acknowledge the following:

1. I attest that this application is complete and accurate to the best of my knowledge. I understand that any inaccurate or incomplete information provided on this application may delay the processing of the application and may delay any scheduled public hearings.
2. I have checked for zoning conditions, special contract conditions, deed restrictions, restrictive covenants, and subdivision plat notes for the property proposed for rezoning. If a conflict should result with this rezoning request due to zoning conditions, special contract conditions, deed restrictions, restrictive covenants, and subdivision plat notes, it will be the applicant's responsibility to resolve the conflict. I understand the implications of use and development restrictions that are a result of any zoning conditions, special contract conditions, deed restrictions, restrictive covenants, and subdivision plat notes. I understand that if requested, I must provide copies of any zoning conditions, special contract conditions, deed restrictions, restrictive covenants, and subdivision plat notes that may apply to this property proposed for rezoning.
3. I understand that the applicant or representative is required to attend all scheduled meetings regarding this application, including the Development Coordinating Committee meeting, the City Plan Commission public hearing, and the City Council public hearing. If the applicant or representative fails to appear at the scheduled public hearing before the City Plan Commission or City Council, the application may be postponed or may be heard without representation at the discretion of the body holding the hearing. I understand that if an applicant or representative fails to appear at the subsequent postponed hearing, this application may be dismissed for want of prosecution. Failure to receive a notice by the City shall not excuse failure to appear at the City Plan Commission or City Council public hearing.
4. I understand that the applicant is advised to meet with the City Representative where the property as listed on the application is located. It is recommended that the applicant keep the City Representative informed about the status of their application.
5. I understand that the City Council may approve, modify, deny, or table this application at its discretion and may or may not follow the recommendations of the Development Coordinating Committee and the City Plan Commission. A majority vote of all members of the City Council is required to overrule a recommendation of the City Plan Commission.

Name of Applicant

Name of Representative

Applicant's Signature

Representative's Signature

Date

Date

ADDITIONAL APPLICATIONS IN PROCESS REGARDING THIS PROPERTY (please check all boxes that apply):

- | | |
|---|--|
| <input type="checkbox"/> Rezoning Application | <input type="checkbox"/> Detailed Site Development Plan Application |
| <input type="checkbox"/> Special Permit Application | <input type="checkbox"/> Zoning Condition Amendment or Release Application |
| <input type="checkbox"/> Subdivision Application | <input type="checkbox"/> Historic Review Application |
| <input type="checkbox"/> Building Permit | <input type="checkbox"/> Zoning Board of Adjustment Application |
| <input type="checkbox"/> Other _____ | |

For any information regarding this application, please contact the Development Services Department - Planning Division at (915) 541-4024 or visit our website at www.elpasotexas.gov/development_services/planning.